



City of Annapolis
Planning and Zoning Department
 159 Duke of Gloucester Street
 Annapolis, Maryland 21401
 410 - 263 - 7961

FOR CITY USE ONLY	
DATE RECEIVED	_____
REQUEST #	_____

“Buildable Lot” Determination Request Form

A “buildable lot” is a term used in reference to a lot of record, indicating that building permits for a specific use could be issued, provided the proposed use meets all other applicable zoning requirements (e.g. setbacks, height limits, lot coverage, critical area criteria, site design review, special exception approval, etc.). A determination that a parcel of land is a buildable lot is based upon the zoning and subdivision regulations that were in effect at the time the parcel was created. The City of Annapolis Zoning Code includes the following provision:

Section 21.04.395 Lot of record.

"Lot of record" means a lot which is part of a subdivision, the plat of which has been recorded in the office of the recorder of deeds of Anne Arundel County; or a parcel of land, the deed to which was recorded in the office of the recorder prior to August 10, 1970. (Prior code §§ 22-2(66))

A determination whether a parcel is considered a buildable lot must be made before applications for Site Design Review or building permits can be submitted for the property. A request for a buildable lot determination shall include the following documentation and application fee:

Part I. Applicant Information

Owner of Property _____

Address _____

Phone Number _____

Applicant/Agent (if not Owner) _____

Address _____

Phone Number _____

Part II. Parcel Identification

Street Address _____

Tax Map _____ Block # _____ Lot # _____ Parcel # _____

Zoning Classification _____ Critical Area _____ Lot Size _____

Proposed Specific Use of Property _____

Part III. Submittal Requirements (please submit ten copies of each)

A list of names of the persons having a financial or vested interest in the parcel

Parcel identification: Street Address, as well as, Tax Map, Block, Lot and Parcel numbers

A vicinity map showing the specific parcel and surrounding properties

A boundary survey which shows all existing improvements, topography, vegetation, utilities, easements, and adjacent right-of-ways

Subdivision plat(s), if the property is part of a recorded subdivision

Part III. Submittal Requirements Continued

Deeds and other records showing the chain of ownership back to prior to August 10, 1970. Deeds and subdivision plats can be found at the Land Records Office in the Anne Arundel County Circuit Courthouse (located on Church Circle)

Application Fee: \$375.00. Please make checks payable to **City of Annapolis**.

The Department of Planning and Zoning will review the documentation and compare the information with code requirements to determine if the parcel is a legal building lot. During which time, a sign shall be posted on the property for a period of not less than fifteen (15) days to allow public comment. At the end of the posting period, a written determination will be made by the Director of Planning and Zoning as to whether the parcel in question is a buildable lot.

I Hereby Certify that I am the property owner or authorized agent qualified to complete this application and the facts and declarations of intent set forth herein are true and are intended to be relied upon by the established officials of the City of Annapolis.

Name (Please PRINT) _____

Signature

Date